



**Towradgi Public School**

**Carters Lane**

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**Relieving Principal:** Mrs. Anissa Rajendra

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## **Seesaw Messaging Procedures**

### What **can** it be used for?

#### **Teachers can use Seesaw Messaging for:**

- General reminders about upcoming events such as Book Fair, Assembly etc.
- Requests to bring certain resources and equipment e.g. 'The class is collecting egg cartons for art, please send these in over the next 2 weeks.'
- Individual messages to parents to organise a meeting
- Individual messages to parents to share a minor event from the day e.g. '(insert student name) was feeling a little tired and unwell this afternoon'.
- Reminders to submit notes
- Other reasons as deemed acceptable by the principal

#### **Parents can use Seesaw Messaging for:**

- Giving helpful updates about child e.g., 'My child was complaining of a headache this morning' or 'My child had a restless night and may not be 100% today'.
- Advising of late submission of homework
- Advising of absence – as long as formal advice has been submitted via Skoolbag or a note to the office
- To organise an appointment

### What Seesaw Messaging **cannot** be used for?

#### **Parents and teachers cannot use Seesaw Messaging for:**

- Discussing academic progress
- Discussing social progress
- Social conversations
- Discussing students other than their own
- Complaints – either formal or informal

The above list can be made through requesting meetings with the appropriate staff member or via a phone call at an agreed time.

#### **Response Expectations**

All teachers at Towradgi Public School endeavour to respond within 3 school days (taking into account days where the teacher may not be present due to illness or other leave).

Regards

Anissa Rajendra

Relieving Principal